## King County District Court Office of the Presiding Judge

W1034 King County Courthouse 516 Third Avenue Seattle, Washington 98104 Telephone: (206) 205-2820 Fax: (206) 296-0596

Judge Corinna D. Harn, Chief Presiding Judge

Tricia Crozier, Chief Administrative Officer

December 14, 2004

Dear Court User:

King County District Court is going paperless!

We will begin scanning all documents received by the court after January 1, 2005, into an electronic case management system (DCor). In order to produce clear electronic images of the paperwork, all pleadings and other papers filed with the court must comply with GR 14. Please note this includes all reports submitted to probation offices.

## GR 14 (a) states:

Format Requirements. All pleadings, motions, and other papers filed with the court shall be legibly written or printed. The use of letter-size paper (8-1/2 by 11 inches) is mandatory. The writing or printing shall appear on only one side of the page. The top margin of the first page shall be a minimum of three inches, the bottom margin shall be a minimum of one inch and the side margins shall be a minimum of one inch. All subsequent pages shall have a minimum of one inch margins. Papers filed shall not include any colored pages, highlighting or other colored markings.

In preparation for this change, we are asking that you review all documents you file and make any adjustments so your documents will be in compliance by January 1, 2005. Any documents filed with the court after January 1, 2005, that are not legibly printed, do not have a 3" margin on top, or have a faulty case number will need to be returned by the court.

Court User December 14, 2004 Page 2 of 2

For your convenience, we have developed a coversheet that can be used for those documents which cannot become compliant by January 1, 2005. If you have any questions or concerns, please contact Cathy Grindle, Director, Court Technology at <a href="mailto:cathy.grindle@metrokc.gov">cathy.grindle@metrokc.gov</a> or at 206-205-5515.

Our sincere thanks for helping us improve access to justice at King County District Court.

Sincerely,

Corinna D. Harn Chief Presiding Judge

Encl.

## KING COUNTY DISTRICT COURT STATE OF WASHINGTON

	SIAIL OF	MASUTINGION
	DIVISION,	COURTHOUSE
NON-C	CIVIL CASE INF	ORMATION COVER SHEET
Case Number		City of
Defendant Name		
Attorney Name  Bar No  Please check one category that describes this case for indexing purposes. Accurate case indexing not only saves time in docketing new cases, but helps in forecasting needed judicial resources. Thank you for your cooperation.		
Agency Report		☐ Request for Discovery
Amended Subpoena Request		Subpoena Request
☐ Change of address		☐ Waiver of Arraignment
☐ Deferred Prosecution Filing		☐ Waiver of Jury Trial
☐ Motion for Continuance		☐ Waiver of Time for Trial
☐ Notice of Appearance		☐ Warrant Letter
☐ Notice of Withdr	awal	☐ Witness List
Request for	Motion	Other